

# Tipp City Enrichment Program



## Parent Handbook Policies and Procedures

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P.O. Box 72  
223 W. Broadway  
Tipp City, OH 45371

Director – Martha Weaver  
Administrative Assistant – Cathy Steinke



Dear Parent,

We welcome you and your family to the Tipp City Enrichment Program in collaboration with the Tipp City School District! We look forward to developing a positive relationship with you and your child. Open communication between parents and our staff is vital to fully meeting your child's needs while in our care.

Tipp City Enrichment Program is excited about working hand in hand with Tipp City Schools. We strive to provide a fun, safe environment filled with warmth and encouragement. Your child will discover lifelong friendships, while developing a positive self-image and a sense of community. We want our kids to be all they can be.

Thank you for allowing us the opportunity to share in the lives of your children. We want to give your children the opportunity to experience an away-from-home adventure filled with new activities, ideas, friends, and school memories.

Feel free to contact our office with questions or concerns. Our door is always open to you.

Sincerely,

Martha Weaver  
Director

# Programs.....

## **Kindergarten Program**

Our Kindergarten Program is open to kindergarten-age children of families residing in Tipp City and Monroe Township. The program is designed to compliment the local Kindergarten curriculum by augmenting the same concepts your child is learning in the Kindergarten classroom. Our program offers an environment of discovery where your child can learn to become more independent.

### **Example of Daily Schedule**

#### Kindergarten Class Schedule

<b>Morning:</b>		<b>Afternoon:</b>	
8:45-9:00	Students Arrive	11:45-12:00	Students Arrive
9:00-9:30	Learning Centers	12:30-1:00	Lunch
9:30-10:00	Circle Time	12:00-12:30	Learning Centers
10:00-10:20	Restroom/Snack	1:00-1:20	Recess/Activity
10:30-10:50	Lesson/Activity	1:20-1:30	Restroom Break
10:50-11:10	Recess	1:30-2:00	Circle Time
11:15-11:25	Story Time	2:00-2:40	Lesson/Activity
11:30-12:00	Lunch	2:40-3:00	Wash Hands/Snack
12:00-12:20	Free Time	3:00-3:10	Story Time
12:20-12:30	Pack Bags/Go to Class	3:10-3:20	Pack Bags/Go Home

**Site Schedule: Monday through Friday, 6:00 AM to 6:00 PM**

## **Lunch Accounts**

\*Your child will be able to set up a lunch account in the cafeteria at Broadway Elementary School (**please make checks payable to Broadway Elementary School**) or they can bring a packed lunch.



## **Before & After School Program**

The Before & After School Program is designed to encourage your child's continuing growth in a warm environment that promotes the safety of your children. This program is available to children of families residing in Tipp City or Monroe Township in Kindergarten through 6<sup>th</sup> grade. Your children will enjoy a stimulating schoolage environment where they can choose from an assortment of activities such as, arts & crafts, board games, educational computer games, science experiments, karaoke, and much more. Some children create and design their own games. We are always enthusiastic about children using their creative ability.

### **Example of Daily Schedule:**

#### **Before School Program**

6:00 a.m.	Site Opens
6-8:30	Self Serve Snack, Games & Manipulatives, Gym Time
7:05	Middle School students leave
8:30	LT Ball students leave
8:45	Nevin Coppock students leave
	Broadway students walk to class

#### **After School Program**

3:05	6 <sup>th</sup> grade students arrive
3:30	Broadway students arrive
3:40	Nevin Coppock & LT Ball students arrive
3:30-3:45	Attendance
3:45-6:00	Homework, Snack, Games & Manipulatives, Group Activities, Gym Time, Parent Pick-Up
6:00 p.m.	Site Closes

**Enrollment-** The following paperwork is required at the time of enrollment:

- Child Health and Enrollment Form
- Medication Form (required if child needs medicine administered while at the Tipp City Enrichment Program)
- Health Care Plan (if necessary)
- Enrollment Agreement

## **Summer Program**

During the summer months, we will provide a Summer Program for elementary school-age children of families residing in Tipp City or Monroe Township. The Summer Program will operate during the week, **Monday through Friday, 6:00 a.m. to 6:00 p.m.**, except as otherwise provided in this booklet.

### **\*\*NOTE\*\***

***The Summer Program is open to children who have attended Kindergarten in the previous school year through 6<sup>th</sup> grade. Once a child has passed 6<sup>th</sup> grade, they are considered 7<sup>th</sup> graders and are no longer eligible for the program.***

Participation in the Summer Program will be open to all Tipp City and Monroe Township residents, and enrollment will be strictly on a “first come, first served” basis. Capacity is limited, and no preference will be given to those students or families who have participated in either the Kindergarten or Before and After School programs during the school year. Registration for the Summer Program is separate from registration in the school-year programs, and all participants must register for the Summer Program. Participants must be residents of Tipp City or Monroe Township at the time of registration.

### Summer Swimming:

- Tippecanoe Aquatics (Public Pool)
  1. At least 10-12 lifeguards on duty at all times
  2. Staff will be actively supervising children and shall be able to clearly see all parts of the swimming area.
  3. Staff members shall review swimming and/or water safety rules with children each time they participate in water activities.
- ***Parents will provide a pool pass for their child(ren)***
- Children will walk to the pool (Teacher/Child Ratio of 1:10)
- Written permission (form provided by ODJFS) shall be signed and dated by parent or guardian, and kept on file for review. The permission shall include the following
  1. Child’s name and birthday
  2. Statement indicating whether the child is a swimmer or non-swimmer
  3. Location of the swimming site
  4. Statement that the parent or guardian grants permission for the child to participate.

### Lunches:

- No meals (breakfast, lunch or dinner) will be provided.
- Snacks will however be provided twice per day, once in the morning and once in the afternoon.
- Children must provide their own sack lunch and drinks.
  1. Please make sure your child’s lunch is healthy according to USDA standards.

# **Policies and Procedures.....**

## **Program Closure**

The Kindergarten, the Before & After School Program and the Summer Program will be closed on the following major holidays: Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve and Christmas Day, New Year's Eve and New Year's Day, July 4<sup>th</sup>, and Memorial Day. If a holiday falls on a Saturday, the site will be CLOSED on the Friday before. If the holiday falls on a Sunday, the site will be CLOSED on the following Monday. The Programs will operate on all other school vacations and school designated holidays.

On snow days, the Programs will operate normal hours from 6:00 AM to 6:00 PM. Children attending will need to bring a sack lunch. In case of severe bad weather, closings will be announced on WHIO Channel 7 (e.g. - Tipp City Enrichment Program – CLOSED).

## **Financial Information**

### **Tuition:**

- Weekly tuition payments are due in advance, by Friday of each week for the following week.

### **Subsidized Childcare:**

- Tipp City Enrichment Program is contracted with Miami County Job & Family Services for financial assistance.

### **Registration Fee:**

- A non-refundable registration fee of \$50.00/per family (School Year) or \$25.00/per family (Summer) is due at the time of enrollment to insure your place in the program.

### **Making Payments:**

- Make checks or money orders payable to Tipp City Enrichment Program (TCEP).
- Tuition Payments may be made by cash, check or money order.

### **Accounts in Arrears:**

- Accounts two weeks in arrears may result in immediate removal from the program; however, upon payment, enrollment may be reinstated.

### **Sibling Discount:**

- There is a \$10.00 off sibling discount for multi-child families.

### **Free Days:**

“Free Days” are days during which you do not have to pay if you do not use program services on that particular day. Free days include days-off which are used for sickness/illness, vacation, holidays, or program absence regardless of the cause.

- Parents of children enrolled in our program are eligible for free days throughout the year. (September to May). The free days are equivalent up to a two week period which is based upon the number of days your child is enrolled for one week.

**Example:** If your child is enrolled for five days per week, you will receive 10 free

days. If your child is enrolled for three days per week, you will receive six free days...and so on.

- **If your child is only enrolled in Kindergarten Enrichment, the “free days” do not apply. Christmas & Spring breaks will be no charge due to Kindergarten Enrichment not being offered.**

#### **Holiday Break Fees:**

- If your child attends during Christmas or Spring Break, the weekly fee will be a full-time rate for 4-5 days of \$80.00 per child (minus the \$10.00 sibling discount for multi-child families).
- If your child does not attend during these breaks, you may use your free days; or pay your contracted weekly tuition rate.

#### **Late Pick-Up Fees:**

- **Late pick-up will result in a late fee of \$1.00 per minute after closing time. Repeated offenses may result in termination of services. If there are extenuating circumstances that arise, please call the office if you are going to be late for pick-up after 6pm.**

#### **Drop-In Fees:**

- \$5.00 per hour or \$25.00 per day.
- Drop-In students must be registered with the Tipp City Enrichment Program.
- Parents must call the Tipp City Enrichment Program office to inquire about the availability of space for any given drop-in day for their child.

#### **Inclement Weather School Closings:**

- Regular Fees Apply
- Be sure your child has a sack lunch as we will not have the use of the cafeteria facilities.

#### **Absences:**

- Please call the Tipp City Enrichment Program office if your child will not be attending the program for any reason.
- It is vital that communication exists between the site and parents when children are absent to guarantee your child's safety. If your child is going to be absent, you can leave a message on the answering machine. If we have not heard from you, we will take every precaution to determine the location of your child.
  1. We will contact the school office
  2. We will contact parents and/or emergency contacts
- You may use your free days to offset that week's tuition, otherwise full tuition is due for that week.

#### **Withdrawal Policy:**

- A one week notice is required if you intend to withdraw your child from the program. **Notice must be given in writing to the Tipp City Enrichment Office.**

#### **Sign In/Out Procedure:**

- Children must be signed in/out by their parents (or approved person, over the age of 18).
- All persons entering the building should make a visual and verbal exchange with a staff member when arriving or departing with your child.

- Once children are signed into the program, teachers will sign them in/out to their various destinations.
- Children must not come in or leave the building by themselves.
- ***With written request from the parent, the child may be picked up by someone other than the parent. Photo identification is required for any person picking up a child if he/she is not known by the staff. Persons picking up the child other than parent or legal guardian, must be listed on the authorization for pick-up category on the child's registration form and be over the age of 18 years.***

**Transportation:**

- School transportation is used to transport the children to and from Nevin Coppock, LT Ball and the Middle School to Broadway Elementary School for all Tipp City Enrichment Programs.
- A staff member will accompany the children to their bus. Once the children have reached their destination, school staff will meet the bus to ensure that all children get to their classes.
- School transportation is used for non-walking, summer field trips. Tipp City Enrichment Program staff will always accompany children on bus trips with a 1:10 ratio.
- The following procedure will be followed:
  1. The Center shall have written permission from the parent or guardian before transporting children off the Center premises.
  2. The permission form shall include:
    - a. Child's name
    - b. Specific destination
    - c. Dated signature of parent or guardian
    - d. Approximate Departure and Return times
  3. A cell phone will be available to make emergency phone calls or if parents need to contact Center staff.
  4. A copy of the child's enrollment form and medical care plan (if necessary) will accompany the child.
  5. Each child will wear an identification wrist band which includes:
    - a. Name of Center
    - b. Phone Number of Center
  6. A First Aid Kit will be present for each field trip

**Custody Arrangements:**

- Copies of current court-ordered custody documents must be submitted for inclusion in the child's file.

**Personal Belongings:**

- Children's personal belongings should be clearly marked with the child's full name. Children ***must*** be responsible for personal items brought to the program.
- Tipp City Enrichment Program, Tipp City Schools, nor any of their respective employees or staff will be held responsible for lost or damaged items.

**Disenrollment**

- Tipp City Enrichment Program reserves the right to discharge any child for non-payment or repeated discipline problems. This will be discussed between the Director and the parents prior to any final discharge.

## **Parent Relations**

**Parent Rosters-** the names and telephone numbers of the parents or guardians of the children attending the program are available upon request. The roster will only include those parents or guardians who have given their consent.

**Parent Relations-** Open communication between parents and our staff is vital to fully meeting your child's needs while in our care. We strive to provide a fun, safe environment filled with warmth and encouragement. With your support and encouragement, your child will discover lifelong friendships, while developing a positive self-image and a sense of community.

**Parent Participation-** Parents are welcome to come and visit at any time and participate in whatever we are doing. Please check in with the office. We love your enthusiasm and support. Thank you for the opportunity to share in the lives of your children.

## **General Safety Guidelines**

### **Supervision of Children:**

- Children will not be unsupervised at any time (except while using the restrooms, supervised by sound).
- A written permission slip must be provided by the parent in order for their child to attend after school activities located in the building. Children will be accompanied to and from the activity by an adult from the specific activity. Tipp City Enrichment Program staff is required to maintain ratio in their program.

### **Child Abuse Reporting:**

- Tipp City Enrichment Program staff is trained in child abuse identification and are required under section 2151:421 of the revised code to report their suspicions of child abuse or neglect.

### **Brief Overview of Safety Plan Policy:**

- 1) Children are never left unattended or unsupervised.
- 2) Head count sheets keep staff accountable as to the number of children present every half hour.
- 3) Parent will be able to reach us by phone or cell at all times.
- 4) Children must be signed in/out by parents or authorized person each day.
- 5) Fire/Tornado evacuation plans are posted in each room that is utilized for the program.
- 6) Fire and Tornado drills are conducted monthly to practice evacuation procedures.
- 7) At least one staff person with current valid trainings in First Aid, Management of Communicable Disease, Child Abuse Recognition and CPR will be available at all times as required by rule 5101:2-12-27.
- 8) Copies of each child's enrollment and health form will be with the teacher at all times.
- 9) Incident/Injury Report Forms are available at the site and will be completed and available to parents in accordance with rule 5101:2-12-35. *\*Forms will be turned into the Director by the end of the day of said incident.*

- 10) If an accident or injury occurs in accordance with rule 5101:2-12-35 of the administrative code or the transportation of a child to the hospital, the center shall complete a report in accordance with rule 5101:2-12-35 of the administrative code.
- 11) A First Aid Kit is available in the Tipp City Enrichment Program teacher's lounge and office.

## **Guidance Policies**

Tipp City Enrichment Program believes that children learn to be successful when educators use positive reinforcement, positive redirection and acknowledgement of these successes. Constructive, developmentally appropriate child guidance and management techniques are used at all times. These age-appropriate techniques include redirection, guidance in problem solving techniques, separation from specific area or situation, and supervised "alone time". Our staff will adhere to behavior management strategies. Additionally, the specifications of rule 5101:2-12-22 applies to all employees at the center.

### **Tipp City Enrichment Program staff will:**

1. Set clear limits.
2. Redirect the child to an appropriate activity.
3. Show children positive alternatives.
4. Model desired behavior.
5. Reinforce appropriate behavior.
6. Encourage children to control their own behavior. Cooperating with others and solving problems by talking things out.
7. Intervene when needed, as quickly as possible to ensure the safety of all children.

### **Non-Violence Policy:**

Any action that includes violence toward another individual is not permitted. If guidance techniques have been utilized and the child continues to speak or act violently towards other people, a parent/director conference will be scheduled to help resolve the issue.

### **Incident Reports**

If a child acts violently toward another child or adult, an incident report will be filled out. This report is to be reviewed and signed by the parent or guardian.

### **Suspension Policy:**

A child who persistently refuses to behave or intentionally verbally or physically hurts, staff, another child or themselves may be suspended and/or removed from Tipp City Enrichment Program. The following are the guidelines for suspension:

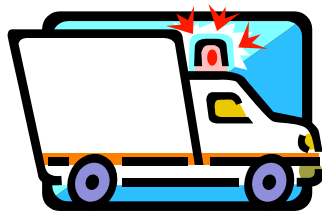
1. If a child intentionally verbally or physically hurts staff, another child or themselves or persistently misbehaves, immediate and appropriate guidance will take place. An Accident/Incident report will be completed, the director notified, and the parents contacted to discuss the situation.
2. If a second incident of violence occurs, the above actions take place. The child may be suspended from the program for up to three days and will not be permitted to return

until a parent/child director meeting has taken place. *Parents will be responsible to pay tuition for these days.*

3. If a third incident of violence occurs and the above actions have taken place, the child will be disenrolled from the program.

**\*\*\*NOTE\*\*\***

**Tipp City Enrichment Program reserves the right to remove a child from our program if he/she is perceived to be a threat to other children's safety or exhibits unmanageable behavior.**



# Emergency

## Emergencies

**Emergency Plan-** In case of an accident or medical emergency:

1. Parents will be notified.
2. Authorized persons, other than the parents, will be contacted in the event that the parents cannot be reached.
3. A trained staff member will administer first aid when necessary.
4. The emergency squad will be called when necessary.
5. If parents or those authorized to act on their behalf cannot be reached, a staff member will accompany the child until a parent/guardian arrives.
6. Should an incident/injury occur that requires first aid treatment, an incident/injury report will be filled out and reviewed with the parents. All parties will sign said report and a copy given to the parents and the original copy will be filed in the Tipp City Enrichment Program office.

Parents must provide current emergency information to the Tipp City Enrichment Program. Please notify the office if your contact information changes.

***\*\*Parents are responsible for all medical expenses.***



## **Health and Illness**

**Illness Policy**-Children who did not attend school due to illness will not be permitted into our program on that day.

A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his/her parent or guardian:

1. Temperature of at least 100 degrees Fahrenheit when in combination with any other sign or symptom of illness.
2. Diarrhea (3 or more abnormally loose stool within a 24-hour period).
3. Severe coughing, causing the child to be red or blue in the face or to make whooping sound.
4. Difficult or rapid breathing
5. Yellowish eyes or skin
6. Unusually dark urine and/or gray/white stool
7. Stiff neck with an elevated temperature
8. Redness of the eye, obvious discharge, matted eyelashes, burning, or itching.
9. Untreated infected skin patches, unusual spots or rashes
10. Sore throat or difficulty swallowing
11. Vomiting more than one time or when accompanied by any other symptom of illness.
12. Evidence of untreated lice, scabies, or parasite infections

Tipp City Enrichment Program will follow the Ohio Department of Health and Communicable Disease Chart for the appropriate management of suspected illness.

- A child isolated due to suspected communicable disease will be:
  - ✓ Cared for in a room/portion of the room away from other children
  - ✓ Within sight/hearing of a staff member at all times
  - ✓ Provided a cot/mat and made comfortable.
- Training is provided for employees which includes:
  - ✓ proper hand washing procedures
  - ✓ disinfecting procedures
- Site employees will be sent home if exhibiting signs of communicable diseases.
- Children or staff will be re-admitted to the site when they have been free from fever for 24 hours, are free from symptoms of communicable disease, or are under the care of a licensed physician who permits return to the site.
- When the site experiences an outbreak of a communicable disease, a notice will be posted informing parents of the outbreak and the symptoms associated with the disease.



## **Medication**

### **Prescription Medication Policy:**

The staff will administer medication to children when the following procedures are adhered to:

- Parents must complete a daily medication request form indicating the medication name, prescribed dosage, length of time to administer drugs (one day, one week, etc.), time of dosage, and possible side effects. This form and medication must be given directly to the office. Medication is then placed in a lock box in the refrigerator or in a locked file cabinet in the director's office.
- Medication must be in the original container with the prescription label stating:
  1. Child's name
  2. Prescription date (must be within the last six months)
  3. Exact dosage to be given
  4. Number of doses given daily
  5. Method of administration (by mouth, in ear, etc.)

### **Non-prescription Medication Policy:**

Non-prescription drugs and medications, such as sunscreen, Tylenol, Benadryl, etc. can be administered if the following procedures are followed.

- The item must be in the original container with the original manufacturer's label attached. The label must specify appropriate dosages based on the child's age or weight. The staff may not give any dosages that are not specified on the original label, unless there is a doctor's note permitting quantities that exceed the manufacturer's recommended dosages. If dosages are not listed for your child's age or weight, then a doctor must complete the "Request for the Administration of Medication" form indicating the appropriate dosage.
- Box One on the Request form must contain child's name, date of birth, and current name of medication, dosage and time to be given, parent signature, and instruction given from date to date.
- Tylenol or non-codeine cold medications are given for no more than 3 consecutive days.
- Items used for skin irritations are used for no more than 14 consecutive days.
- Other lotions and creams, such as sunscreen, to be used for non-irritations are administered for no longer the 3 months.

## **OHIO STATE REQUIREMENTS**

**State Licensing-** The Tipp City Enrichment Program operating with the Tipp City Schools is licensed to operate by the Ohio Department of Job and Family Services. The program's license is posted in the Parent Communication area at each site. Posted on each license is a toll-free number, which can be used to report violations. Additionally the state of Ohio's licensing law and rules are available at the facility upon request. Inspection reports, complaint investigation reports, and evaluations from fire and building inspections will be made available for review from the Ohio Department of Job and Family Services and will be posted conspicuously for parent review. The staff/child ratios required by Ohio Child Care Licensing Regulations are:

School Age: ratio 1:18      maximum group size: 72

**Smoking is prohibited within our building.**

### **Photographs:**

Photographs of children participating in the Tipp City Enrichment Program may be taken from time to time and may appear in newspapers, magazines, brochures or other publicity materials. Permission to use photographs and videos that include your child must be approved by your signature on the Enrollment Agreement.

### **Non-Discrimination Policy:**

It is unlawful to discriminate in the enrollment of children upon basis of race, color, religion, sex, national origin, or disability in violation of ADA act of 1990, 104 Stat. 32, 42 U.S.C 12101et seq.



- **Notify the Tipp City Enrichment Program office when your child will be late or absent**
- **Encourage your child to participate in all scheduled activities**
- **Inform us of your child's special needs/concerns**
- **Make payments each Friday prior to the week Program begins: cash, checks or money orders are accepted (please write your child(ren)'s name on the memo line)**
- **Let us know if you will be late or if someone else will be picking up your child**
- **Advise us of any address or telephone number changes or schedule changes in writing.**

# Tuition Fees

<b>Programs:</b>	<b>Part-Time Rate (2-3 Days)</b>	<b>Full -Time Rate (4-5 Days)</b>
<b><u>Kindergarten Enrichment</u></b>		
3 hrs: AM & PM		\$65.00
Combined Programs:		
Kindergarten Enrichment & one Session of Extended Day AM or PM		AM: \$105 PM: \$105
Combined Programs:		
Kindergarten enrichment & both Sessions of Extended Day AM & PM		\$130.00
<b><u>Extended Day Program:</u></b>		
AM Session ONLY 6am – 8:45am	\$24.00	\$40.00
PM Session ONLY: 3:30pm – 6pm	\$24.00	\$40.00
Both Before & After School	\$48.00	\$80.00
One Day or Drop-In:	\$5.00/Hr	\$25.00/Day Max
Summer Program:	\$25.00/Day	\$125/Week
\$50.00 (School Year) & \$25.00 (Summer) Non-Refundable Registration Fees		

